
RATIFICATION

This policy was ratified by the active membership on February 2, 2025.

SUPERSESION

This policy shall supersede the POLICY ON ORGANIZATIONAL STRUCTURE dated SEPTEMBER 9, 2024.

SCOPE LIMITATION

Detailed lists of responsibilities for all officer positions are assigned by Chapter bylaws and policies, but committee charges and director objectives are defined herein.

OFFICER POSITIONS

- There shall be standard elected positions in accordance with the Constitution of the Tau Beta Pi Association and the Bylaws of the Kansas Gamma Chapter.
- In accordance with the Bylaws of the Kansas Gamma Chapter, there shall be four additional elected positions, namely:
 - Director of Awards (“DAW”)
 - Director of Events & Programs (“DEP”)
 - Director of Membership & Regalia (“DMR”)
 - Director of Public Relations (“DPR”)
- There shall be appointed officer positions. These shall be created as needs arise.

DIRECTOR RESPONSIBILITIES / STANDING COMMITTEE CHARGES

- The charges of the Awards Committee and the Director of Awards are as follows:
 - To administer all local awards granted by the Kansas Gamma Chapter.
 - To ensure that at least one member applies for a Tau Beta Pi scholarship or fellowship each year.
 - To ensure that the Chapter nominates at least one member for an Association-wide award each year.
 - To communicate with the Public Relations Committee to ensure proper publicity for award recipients.
 - To maintain a working relationship with their committee advisor.
 - To report, at every regular meeting, on their committee’s activities.
 - To submit relevant project reports to Headquarters via the online reporting system.
- The charges of the Events & Programs Committee and the Director of Events & Programs are as follows:
 - To ensure the success of all regular service projects so that they are completed on time and

without the occurrence of major incidents.

- To ensure the success of annual outreach events so that they are completed on schedule and without the occurrence of major incidents.
- To constantly analyze the popular opinions of chapter events, and to engineer new and meaningful events to serve chapter members and the college in alignment with the chapter's mission.
- To maintain a working relationship with their committee advisor.
- To report, at every regular meeting, on their committee's activities.
- To submit relevant project reports to Headquarters via the online reporting system.

- The charges of the Membership & Regalia Committee and the Director of Membership & Regalia are as follows:

- To ensure that the Kansas Gamma Chapter remains in direct contact with its current membership, local alumni, and the Tau Beta Pi faculty members at Kansas State university.
- To ensure that the Kansas Gamma Chapter has an effective and successful candidacy and initiation process every semester.
- To constantly analyze the effectiveness of the candidacy process and engineer ways in which the chapter can improve its recruitment efforts.
- To maintain a working relationship with their committee advisor.
- To report, at every regular meeting, on their committee's activities.
- To submit relevant project reports to Headquarters via the online reporting system.

- The charges of the Public Relations Committee and the Director of Public Relations are as follows:

- To ensure that every event completed by the Kansas Gamma Chapter is publicized to the highest reasonable extent across all channels of communication.
- To ensure that the Kansas Gamma Chapter has a positive image and is widely known throughout the College of Engineering at Kansas State University.
- To maintain a working relationship with their committee advisor.
- To report, at every regular meeting, on their committee's activities.
- To submit relevant project reports to Headquarters via the online reporting system.

DIRECTORS' AUTHORITY TO APPOINT COMMITTEE OFFICERS

Every director shall have the authority to create or eliminate appointed offices within their own respectively named committees. Directors have full authority to fill and vacate said offices at will. Appointed officers may serve for as long as they please, or until they are removed from office by their respective director or by action of the Advisory Board.

DIRECTORS' PERSONAL ACCOUNTABILITY

Director positions are leadership positions, and directors must effectively lead their standing committees to accomplish their committee charges. Regardless of their delegation of responsibilities within their committees, each director is personally responsible for upholding the committee charges defined herein as

87 well as their detailed responsibilities defined by other chapter policies.

88

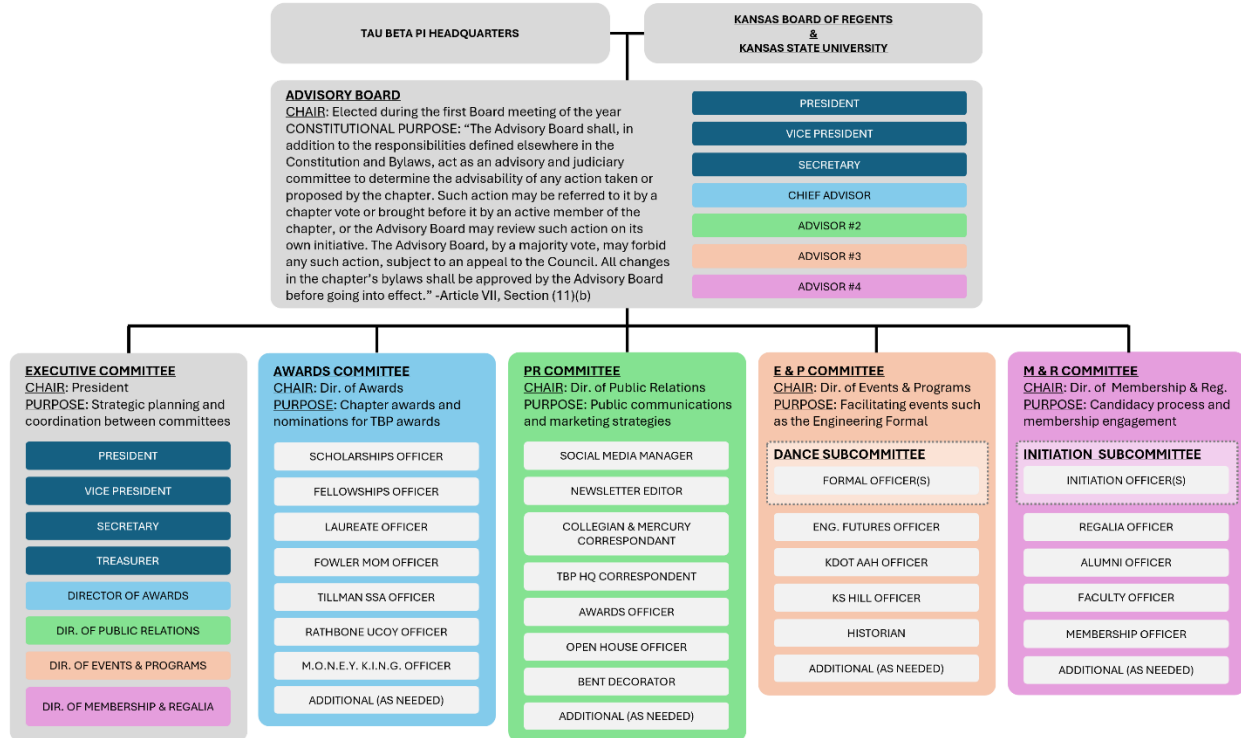
89 TERMS AND ELECTIONS

90

91 Directors, like other elected officers, shall be elected in accordance with, and shall serve terms defined by
92 the policies and Bylaws of the Kansas Gamma Chapter.

ORGANIZATIONAL STRUCTURE OF THE KANSAS GAMMA CHAPTER

The following diagram shall serve as the official visual representation of the organizational structure of the Kansas Gamma Chapter.



NOTE: Committee positions are appointed positions. Suggested positions are shown.

COMMENTARY ON PURPOSE AND HISTORY

PURPOSE: This policy exists to clearly define the officer roles and structure of the Kansas Gamma Chapter. The Tau Beta Pi Constitution requires each chapter to have certain elected offices. Defined herein are additional elected and appointed offices specific to the Kansas Gamma Chapter.

BACKGROUND ON OFFICER POSITIONS: In early 2024, it was observed that some officers prefer to be involved in a broad scope of chapter operations, whereas others wish to specialize in a singular area of focus. The latter group exhibited low attendance at executive meetings but accomplished their own tasks effectively. Thus, the 2023-2024 Executive Board enacted this policy which defines a second tier of officers who are appointed to specialized positions.

BACKGROUND ON COMMITTEES: At the same time, it was observed that the existing committee structures were not effective. The existing committees relied completely on officers volunteering for chair and cochair positions. There was no inherent accountability since committee responsibilities were distinctly separate from officers' personal responsibilities. This policy eliminated the old structure by creating three new 'Director' positions who chair their respectively named committees by default.